

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 29, 329 AND 244
COLUMBUS, INDIANA

January 1, 2003 to December 31, 2003



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Mr. Gerald Coleman Ms. Mary DePrez	01-06-02 to 02-29-04 03-01-04 to 01-05-05
Branch Manager	Ms. Beth Peace	01-01-03 to 12-31-04



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302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 29, 329 and 244 (Branch) for the period of January 1, 2003, to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

October 13, 2004

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 29, 329 AND 244
 COLUMBUS, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2003 to December 31, 2003

	Branch Number 29	Branch Number 329	Branch Number 244	Totals (Memorandum Only)
Collections:				
Registrations	\$ 6,709,937	\$ 495,445	\$ 144,929	\$ 7,350,311
Titles	1,352,202	124,652	-	1,476,854
Drivers Licenses	249,956	28,405	-	278,361
Watercraft	85,019	7,795	-	92,814
Miscellaneous	<u>852</u>	<u>60</u>	<u>-</u>	<u>912</u>
Totals	<u>\$ 8,397,966</u>	<u>\$ 656,357</u>	<u>\$ 144,929</u>	<u>\$ 9,199,252</u>
Distributions:				
State Fees	\$ 3,339,698	\$ 267,888	\$ 32,004	\$ 3,639,590
County Tax	4,253,790	316,566	100,357	4,670,713
Commission Fees	<u>804,478</u>	<u>71,903</u>	<u>12,568</u>	<u>888,949</u>
Totals	<u>\$ 8,397,966</u>	<u>\$ 656,357</u>	<u>\$ 144,929</u>	<u>\$ 9,199,252</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 29, 329 AND 244
COLUMBUS, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. Satellite Branch and Self-Service Terminal

This report contains financial and statistical information for Columbus License Branch Number 29, Hope License Branch Number 329 and Columbus License Branch Number 244, a self-service terminal (SST). Hope License Branch Number 329 is a satellite Branch of Columbus License Branch Number 29. The Hope Branch has limited hours of operation and all personnel and support is provided by the Columbus Branch. The manager of Columbus Branch Number 29 is responsible for maintaining the SST.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 29, 329 AND 244
 COLUMBUS, INDIANA
 STATISTICAL INFORMATION
 January 1, 2003 to December 31, 2003

<u>Transactions Processed</u>	<u>Branch Number 29</u>	<u>Branch Number 329</u>	<u>Branch Number 244</u>	<u>Totals (Memorandum Only)</u>
Vehicle Registrations:				
Passenger	39,206	2,825	983	43,014
Motorcycle	1,502	153	40	1,655
RV (Housecar)	763	112	11	886
Light Truck	15,771	1,793	363	17,927
Other Truck	729	9	2	740
Farm Truck	470	58	2	530
Tractor	133	15	-	148
Trailer	5,285	604	108	5,997
Semi-Trailer	477	18	1	496
School and Church Bus	36	8	-	44
Other Bus	18	1	-	19
Other	19	2	-	21
Total Vehicle Registrations	<u>64,409</u>	<u>5,598</u>	<u>1,510</u>	<u>71,517</u>
Drivers Licenses and Permits:				
Drivers Licenses/Learners Permits	11,267	1,337	-	12,604
CDL Licenses/CDL Permits	574	56	-	630
Placards	1,254	185	-	1,439
Other	6,628	679	-	7,307
Total Drivers Licenses and Permits	<u>19,723</u>	<u>2,257</u>	<u>-</u>	<u>21,980</u>
Titles:				
Vehicles	21,961	2,034	-	23,995
Watercraft	224	29	-	253
Total Titles	<u>22,185</u>	<u>2,063</u>	<u>-</u>	<u>24,248</u>
Total Watercraft Registrations	<u>988</u>	<u>166</u>	<u>-</u>	<u>1,154</u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 29, 329 AND 244
COLUMBUS, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on October 19, 2004, with Ms. Beth Peace, Branch Manager; and Mrs. Holly Peele, Assistant Branch Manager. Our examination disclosed no material items that warrant comment at this time.